

18 MAR 1975

The Director

Sir:

The attached memorandum to Mr. Kane from me was deliberately written "for the record". The volume of FOIA requests is getting to be extremely burdensome and, as you will note from the attached, the Office of Security now has ten individuals working exclusively on that matter. We may or may not end up in court because of failures to make the ten-day deadline and, should we do so, I would like to have some documentation to take with us.

151 Jack B.
John F. Blake
DD/A
MAR 1975

cc: General Counsel

DD/A:JFBlake:kmg (17 Mar 75)

Distribution:

Orig Blue Note - DCI w/cy of Att (DD/A 75-1262)

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STATINTL

DD/A 75-1262: Memo dtd 18 Mar 75 to D/Sec fr DD/A, subj: Workload Involved in FOIA Cases

DD/A 75-1262

18 MAR 1977

MEMORANDUM FOR: Director of Security

SUBJECT : Workload Involved in FOIA Cases

1. You will recall the extensive staff work undertaken in the Agency to prepare ourselves properly to be fully responsive to an anticipated increase in inquiries for information to the Agency based on the amendments to the Freedom of Information Act passed by the 93rd Congress.

2. Our planning for compliance with the amendments to the law was inhibited by only one fact, i.e., the lack of ability to forecast with any degree of accuracy the increased number of inquiries we would receive. We now have had about one month's experience inasmuch as the amendments became effective on the 19th of February.

3. I understand that since the 19th of February, you have received 122 requests, and have at this writing 106 in process, including some requests received prior to 19 February. I further understand that you have removed four employees from other assigned duties and detailed them exclusively to this task.

STATINTL

4. It is clear from the figures that we are not yet in a posture to reply to these FOIA requests within the time frame established by law. I have, accordingly, decided on two courses of action. Immediately upon receipt of this memorandum, you are requested to assign six additional individuals exclusively to process and make determinations on FOIA inquiries. Secondly, I have asked [] the Assistant for Information, to prepare a form letter that will be sent to requesting individuals whose letters you are now processing, and where it appears you will not have definitive information available by the tenth working day following our receipt of the initial request. The letter will inform the individuals of the volume situation which is facing us and ask their forbearance in receipt of a completely responsive reply until such time as we have completed the necessary searches and determinations. [] will be in contact with you on this letter.

STATINTL

5. In making this request that you detail additional people, I wish to assure you that I am mindful of all other laws to which you must be responsive in discharging responsibilities. I am equally mindful of the extra workload upon your staff in preparing material to the Presidential Commission and the Congressional Committees which have interested themselves in this organization. I do feel, however, that we must invest more manpower in being responsive to FOIA matters and must conduct ourselves so that we make every reasonable endeavor to comply with the responsibilities we hold on FOIA matters.

/s/ John F. Blake

John F. Blake
Deputy Director

Administration

cc: General Counsel

STATINTL

Approved For Release 2002/06/05 : CIA-RDP77-00512R000100010024-1

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